VIRGINIA DHCD

COMMONWEALTH OF VIRGINIA

DIGITAL SKILLS, LITERACY, AND DEVICE GRANT

PROGRAM HANDBOOK

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Background

Digital opportunity – gaining access to broadband uninhibited by barriers of affordability and adoption - is necessary for civic and cultural participation, employment, lifelong learning, and access to essential services. Through the Infrastructure Investments and Jobs Act's Broadband Access, Equity, and Deployment (BEAD) and Digital Equity Act (DEA) programs, administered by the National Telecommunications and Information Administration (NTIA), states will be able to develop a full picture of, as well as tackle, the barriers to broadband access, affordability, and adoption.

The Department of Housing and Community Development has been designated by Governor Youngkin as the administering entity for the federal Broadband, Equity, Access, and Deployment program and the Digital Equity Act programs. In December 2024, Virginia was awarded $18.3 million in Digital Equity Capacity Grant funds through the NTIA Digital Equity Act program to support the implementation of local, regional and state-wide digital opportunity plans.

Additional assistance and questions regarding this application process should be directed to:

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(804) – 929 – 4271

Digital Opportunity Inbox

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Please refer questions regarding your application submittal through CAMS to

Digitalopportunity@dhcd.virginia.gov

Program Description

The Department of Housing and Community Development (DHCD) has developed the Digital Skills, Literacy and Device (DSLD) Grant Program for eligible applicants to implement new, expand, and/or upscale existing programs related to the advancement of digital skills and literacy, digital navigation, digital device refurbishment and/or device distribution, or comparable programs related to the use and adoption of broadband targeted at members of covered populations. Covered populations, as defined by the National Telecommunications and Information Administration (NTIA) in Section I.C. of the *Digital Equity Act: State Digital Equity Capacity Grant Notice of Funding Opportunity (NOFO)* include 81% of Virginia's population and include the categories of individuals below:

1. Individuals who live in covered households[1];
2. Aging individuals;
3. Incarcerated individuals (as defined by the State or Territory), other than individuals who are incarcerated in a federal correctional facility;
4. Veterans;
5. Individuals with disabilities;
6. Individuals with a language barrier, including individuals who—
   a. Are English learners; and
   b. Have low levels of literacy;
7. Individuals who are members of a racial or ethnic minority group; and
8. Individuals who primarily reside in a rural area

The DSLD Grant Program is funded by the National Telecommunications and Information Administration's (NTIA) State Digital Equity Capacity Grant program (SDECG).

Projects funded by the DSLD program must align with an implementation priority/ eligible use of funds identified by DHCD in the Virginia Digital Opportunity Plan (click here to view Virginia's Digital Opportunity Plan). The implementation priorities/ eligible uses of funds, which align with the Virginia Digital Opportunity Plan, have been identified as the following project types: Digital Skills and Literacy, Digital Navigation and Tech Support, and Digital Refurbishment and Device Distribution. Applicants will be required to select their proposed project type(s) and define evaluation methods to be used for tracking the progress of proposed project activities within the application process to determine initial eligibility and merit.

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[1] The term "covered household" is defined in Section I.C. of the NOFO and means a household, the income of which for the most recently completed year is not more than 150 percent of an amount equal to the poverty level, as determined by using criteria of poverty established by the Bureau of the Census

Definition of Digital Opportunity

As described in the Virginia Digital Opportunity Plan - where residents have access to affordable, reliable high-speed internet, device access and the digital skills required to fully participate in the modern world.

Virginia aims to achieve full Digital Opportunity in the Commonwealth so that all individuals and communities have affordable, reliable, and high-speed internet access, and the skills necessary for full participation in our society, democracy, and economy. Digital Opportunity is necessary for civic and cultural participation, employment, lifelong learning, and access to essential services.

Eligible Applicants and Partners

Applications must be submitted by one of the following:

1. A unit of government (Towns, Cities, Counties, State/Federally Recognized Tribes, Economic Development Authorities/Industrial Development Authorities, Planning District Commissions, School Divisions, state agencies, etc.);
2. A community-based organization;
3. A faith-based organization;
4. A non-profit organization, including charitable organizations;
5. A community anchor institution; or
6. An organization who supports a specific targeted Covered Population.

Applications may include a partnership between any of the eligible entities described above.

The term "community anchor institution" is defined in Section I.C. of the NOFO and means a public school, a public or multi-family housing authority, a library, a medical or healthcare provider, a community college or other institution of higher education, a State or Territory library agency, and any other nonprofit or governmental community support organization.

For-profit entities are not eligible to apply as sub-recipients of the SDECG funding. Per guidance from NTIA, for-profit entities may participate as vendors or contractors through procurement, but not as a direct sub-recipient.

Period of Performance

Awardees will have a maximum of a three (3) year period of performance to complete all project activities under the DSLD program; Project period of performance timeframes of less than 3 years are allowed but not required. The project timeline begins with the contract execution between the awardee and DHCD. **DHCD must review and approve all contract extensions.**

Applicants will be required to hold an evaluation period once the project is completed through the form of a Closeout Report submitted to DHCD.

Centralized Application Management System (CAMS)

DHCD manages all grants through the Centralized Application and Management System (CAMS). If your organization does not already have a CAMS profile, it is recommended that your organization complete registration as soon as possible. Please register using the "Registration" tab on the CAMS Home Page. DHCD reviews requests according to the order in which they are received and notifies organizations of approval or denial within five (5) business days. The approval of a registration request creates a CAMS profile for the organization by which it can apply for funding programs. Please note that all application questions and required materials are outlined below. Applicants are encouraged to reference these questions and materials prior to beginning their submission.

Once registered, organizations can submit applications for funding. Please reference the CAMS User Guide on how to navigate CAMS or submit any questions to Digitalopportunity@dhcd.virginia.gov.

Application Requirements

Application forms and instructions for the Digital Skills, Literacy, and Devices (DSLD) Program are included in this document. Applicants should follow instructions set forth below and are encouraged to submit their applications early.

DSLD applications must be complete, must adhere to the instructions provided in this handbook and must be submitted in the format requested in the CAMS application portal. Application questions are available in Appendix Section 1.

DHCD staff strongly recommends engagement of technical assistance throughout DLSD application development. DHCD staff is available to provide technical assistance both on the development of a DSLD application and navigating the CAMS application portal. Please reach out to DHCD staff at Digitalopportunity@dhcd.virginia.gov prior to engaging a technical assistance session. In addition to DHCD, applicants can also refer to the CAMS User Guide for CAMS technical assistance.

Eligible Uses of Funds

DSLD is a reimbursement-based program. There is no matching funds requirement for this program. DSLD funds may cover up to 100% your proposed project budget. Awards under the DSLD subgrant program for single applicant projects will range up to $200,000. Awards for regional projects[2] (project areas comprised of 2 or more localities) will range up to $400,000 and will be based on project scope.

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[2] A 'regional project' encompasses a partnership of organizations serving multiple localities, a collaborative and targeted effort to a defined geographic service area with multiple localities, or a collaborative project with a defined scope that extends beyond the boundaries of a single locality.

Funds can be expended on activities directly related to the following project types:

1. Digital Skills and Literacy;
2. Digital Navigation;
3. Digital Device Refurbishment and Device Distribution;

DSLD funding may be used to cover administrative costs in Digital Skills, Literacy, and Devices projects of all types. **DSLD-eligible administrative costs are limited to 20% of the grant award**.

Funding caps by project priority

Project Type	Single Applicant Funding Cap	Regional Applicant Funding Cap
Digital Skills & Literacy	Up to $200,000	Up to $400,000
Digital Navigation	Up to $200,000	Up to $400,000
Digital Device Refurbishment & Distribution	Up to $200,000	Up to $400,000

DSLD funding may be used for the following budget categories:

1. Personnel
   a. Personnel costs include the whole or portion of salaries or wages of employees who will be working directly on the project. These costs should reflect the compensation for staff who will perform program-related duties.
      i. Examples of Personnel include salary for a program manager overseeing a project, wages for a digital navigator, stipend for a volunteer device refurbishment organization, etc.
2. Fringe Costs
   a. Fringe Costs are additional benefits provided to employees over and above their regular salary or wages.
      i. Examples of Fringe Costs include paid vacation, sick leave, or holiday pay, insurance for staff, etc.
3. Contract Services
   a. Contract Services refer to costs for services provided by external contractors or consultants who are not considered part of the Subgrantee and are hired to perform specific tasks or work related to a project.
      i. These services may include professional expertise, technical assistance, project administration, or other specialized services.
4. Indirect Costs
   a. Indirect Costs are expenses that are not directly attributable to a specific project but are necessary for the general operations.

      i. If an applicant allocates a portion of their award to fund Indirect Costs, the applicant must have an approved negotiated indirect cost rate by a cognizant agency.

5. Travel

    a. Travel costs include expenses associated with transportation, lodging, and other incidentals incurred when staff or other personnel travel for program-related activities.

      i. Awardees will be required to use the GSA rate and IRS Mileage Reimbursement Rate for all project related travel expenses under the DSLD program.

6. Supplies

    a. Supplies are tangible personal property; however the expense is under $10,000 per unit cost. These costs include items other than those described in the definition of equipment in the [Uniform Guidance](#).

7. Equipment

    a. Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a $10,000 or more per-unit cost. Please see Uniform Guidance link above for more information.

Budget Narrative

A budget narrative is a detailed explanation of the costs in a proposed budget, and how they connect to the project's goals, outputs and outcomes. It should be clear and concise and provide transparency into how each cost item contributes to the project. A budget narrative should include:

- **Justification**: Explain why each cost is necessary and how it was calculated.

- **Reasonableness**: Demonstrate that the costs are reasonable and consistent with what is typical in the region or discipline.

- **Programmatic relevance**: Describe how the budget items support the project's goals, outputs and outcomes.

- **Basis of estimate**: Explain how the budget number was determined.

- **If applicable, matching funds**: Identify which budget items will be covered by the grant, and which will be covered by matching funds.

- **Personnel, equipment, and supplies costs**: Provide details on each person listed in the budget, including their role, duties, salary support, % of time that will be spent on the proposed project and costs for equipment and supplies.

- **Consultant/Contractors costs**: Justify the use of consultants and subcontractors, and explain what they will do.

The budget narrative form should supplement the CAMS budget request, and together they should provide a detailed explanation of the project. The budget narrative form can be found in Appendix 4. Please complete the required attachment in CAMS.

Project Performance Measures

The DSLD performance measures are designed to assess the project's effectiveness in achieving the identified goals of the project, closing the digital divide and enhancing digital opportunity across the state. These measures should focus on both **outputs** (tangible results from the project activities) and **outcomes** (changes in conditions or behaviors related to the implementation of the project). Part of the DSLD application requires applicants to report on information requested in the DSLD Performance Measures Table. This table can be found in Appendix Section 2. Please completed required attachment in CAMS.

Logic Model

A logic model is a graphic illustration of the relationship between a program's resources, activities, and its intended outcomes and impacts. Logic models clearly and concisely show how a project achieves a goal. They can be described as road maps that specify causal pathways and the step-by-step relationship between planned work and intended results. Specifically, a logic model is a visual way to illustrate the resources or inputs required to implement a program, the activities and outputs of a program, and the desired program outcomes (short-term, long-term).

Components of the Logic Model:

- **Inputs:** Inputs are the materials needed to create the program and implement its activities.
- **Activities:** Activities are the processes and events to help the program achieved the desired outcomes.
- **Outputs:** Outputs represent the results of your resources and activities.
- **Outcomes:** Outcomes are an evaluation of the short-term and/or immediate impact of a program or program's changes.
- **Impact:** impact is the long-term result or final effect of a program. It's the difference a program makes in people's lives, and it's often synonymous with the long-term goal.

More detailed information is provided in Appendix 3. Please completed required attachment in CAMS.

Application Evaluation Criteria

DHCD staff will conduct an initial eligibility and administrative screening of submitted applications to ensure that the applicant is eligible to receive funding under the program and has submitted a complete application.

Applications will be evaluated and scored based on the following criteria:

Evaluation Criteria	Points
Applicant Overview	*150 Points*
Project Alignment with Digital Opportunity Priorities	
Statement of Need	
Area and Population Served	
Project Implementation	*250 Points*
Project Readiness	
Project Implementation Plan •Benefit to Covered Populations	
Projected Outcomes	
Outreach and Community Engagement •Community Engagement Efforts (local, regional, state, tribal)	*100 Points*
Project Timeline and Key Milestones	
Organizational Capacity	*100 Points*
Organizational Management	
Financial Accountability and Transparency	
Sustainability	
TOTAL	*600 Points*

Applications for the DSLD program will be due by **April 21st, 2025,** before 11:59pm EST. Applications will be accepted and evaluated in a single grant award cycle by DHCD. If funding remains available, DHCD will run subsequent grant award rounds until funding is fully allocated. Interested organizations are encouraged to start the application process early. Please note that DHCD Offices close at 5:00 p.m. Therefore, staff will not be available to provide CAMS technical assistance after 5:00 p.m. DHCD will contact any applicant missing required information from the Digital Opportunity inbox, at digitalopportunity@dhcd.virginia.gov. Applicants will be required to submit the missing information to the Digital Opportunity inbox by 11:59PM on the next business day following notification.

Anticipated Award Announcement

DHCD anticipates provisional awards will be announced by the Governor's Office in the late Spring/early Summer of 2025. Please note all recommended projects must be reviewed and approved by NTIA. If funding remains available, DHCD will run subsequent grant award rounds until all funding is allocated.

All awardees are required to upload their most recent/current audit or financial documents into CAMS prior to issuance of the contract for execution. Please see DHCD's audit policy under the audit policy section below.

Public Disclosure of Applications

All forms and supporting documents submitted as part of the application packet will be treated as a material representation of fact upon which DHCD will rely in awarding funds. Applicants should be aware that DHCD may make all or portions of their applications for grants under the Digital Equity Act (DEA) available publicly for review. If there are any concerns regarding this public display of your application and supporting documents, please contact DHCD staff.

Post-Award Requirements

Awardees will be required to participate in a contract negotiation meeting where they will discuss program requirements with their assigned project manager. Awarded applicants will be required to complete all pre-contract requirements before the issuance of the contract by DHCD.

Risk Assessment

DHCD will be required to conduct a risk assessment of all awarded applicants. This process will require awarded applicants to submit answers to a series of questions to determine the organization's level of risk. The Risk Evaluation and Assessment Core Tool (REACT) is utilized by DHCD as a general tool in efforts to minimize and avoid risks from occurring. Through REACT, DHCD will calculate a score that determines subgrantee monitoring and compliance.

Audit Policy

Please note DHCD will not issue a contract to awarded applicants unless a financial document is provided, the type of which is based upon the amount of funds expended during their most recent fiscal year.

Threshold Requirement	Document
Total annual expenditures ≤ $350,000 (Regardless of source)	Financial Statement(s) prepared by organization**
Total annual expenditures > $350,000 (Regardless of source)	Reviewed Financial Statement(s) – Reviewed by an Independent CPA
Total annual expenditures > $550,000 (Regardless of source)	Financial Statement(s) – Audited by an Independent CPA
Federal expenditures ≥ $1,000,000	2 CFR 200 Subpart F Audit – Audited by an Independent CPA

** Does not require preparation by a CPA

It is expected that the Subgrantee, during the period of performance, will take responsibility for ensuring the appropriate financial document is prepared and uploaded into "Audits" in CAMS within nine (9) months after the end of their fiscal year, unless DHCD issues a waiver.

For more information about the uploading process, please refer to the CAMS User Guide.

Project Reporting

Throughout the period of performance, the Subgrantee will be required to submit a monthly progress report. These reports help DHCD monitor the project's progress and to identify when technical assistance might be needed.

Progress reports are intended to provide required information regarding the progress and expenditures. Their main purpose is to ensure that the Subgrantee and DHCD are aware of the programmatic and financial status of the project and that sufficient financial resources are on hand to complete the project's activities. DHCD, in its sole discretion, may add to, or decrease these reporting requirements throughout the lifecycle of the program.

DSLD Monthly reports must be completed and submitted through CAMS every 30 days, due on the 15th of each month. The Subgrantee can access the DSLD Monthly Report template through the "Reports and Documents" section of CAMS. Below are some items to remember when filling out the report:

- Be sure to complete all portions of the report.
- Provide some narrative regarding the status of the project/milestones.
- Provide sufficient detail on project timeline and status.

DHCD may conduct programmatic site visits, to monitor project progress and compliance with the grant requirements.

Reimbursement Structure

Requests for reimbursement for grant activities must be submitted through CAMS. Reimbursement requests must include the Remittance Cover Sheet. Please contact DHCD staff with additional questions on submitting requests for reimbursement and/or for technical assistance with the remittance cover sheet.

Recordkeeping

At various times throughout the project implementation and post-closeout it will be necessary to provide project records and documents, therefore availability and organization of all required documents is critical. The Grant Manager must set up an effective filing system and inventory of any equipment or real property purchased with grant funds at the Subgrantee's office. The filing system shall maintain accurate, complete and orderly documentation of activities funded through the DSLD grant making process including general program files, legal files, financial records, project files with respect to specific personally identifiable information, and all other records pertinent to the project. All documents pertaining to use of funds through the DSLD grant making process and program compliance must be physically located at the Subgrantee's office and readily available to be submitted for remittance requests, compliance reviews, etc.

These records must be maintained by the Subgrantee for a minimum of five (5) years from the date of the final closeout letter from DHCD, unless:

1. Any litigation or unresolved audit is started prior to the end of the five-year period; in which case, all records shall then be retained until completion of all audits or resolution of any litigation; or

2. Any disposition of non-expendable property occurs; in which case, records for any non-expendable property must be retained for three (3) years after its final disposition.

These records shall be available during regular business hours for inspection and audit. See Closeout Process for more information about the Final Closeout process. The criteria for an effective filing system includes:

3. Coded: The files must be coded for easy identification as to: grant, program year, and category of file. Each invoice should show the ledger code and proof of review and approval by the appropriate staff.

4. Complete and Accurate: Files must be well maintained. The information contained in each file should be current and in the proper file folder.

5. Accessible and Easy to Use: The filing system must be simple enough that any authorized individual can easily locate and file information.

6. Timely: All project files must be up to date. This means that consultants must provide the Subgrantee with copies of their working papers on a monthly basis and just prior to a compliance review; and

7. Secured: All project files must be properly protected through the use of locks, safes, and other measures to ensure security.

The model filing system separates the files into two categories: grant files and project files. Grant files contain all the information relating to administration, financial management, compliance and all related general matters. Project files contain information related to the specific project activities and data collection.

Cybersecurity Practices

As a subgrantee of the SDECG program, DSLD awardees must ensure that the planning, design, and project oversight phases of the programs and activities funded are consistent with current industry best practices for cybersecurity, such as the NIST Cybersecurity Framework and Cybersecurity and Infrastructure Security Agency (CISA) Cybersecurity Performance Goals (CPGs). For more information on cybersecurity practices, refer to the NIST Cybersecurity Framework and the Cybersecurity and Infrastructure Security Agency (CISA) Cybersecurity Performance Goals (CPGs) resource.

Closeout Process

Once project activities are complete and all remittances have been requested, the Subgrantee must complete and submit the closeout report within 30 days of project completion or contract end date, whichever comes first. The DSLD Closeout Report template is located within the "Reports and Documents" section of CAMS. The Subgrantee must include the final status of each project activity as well as the final expenditures of DSLD and match funds, if applicable. Once the Closeout Report and accompanying material have been reviewed and accepted, DHCD will issue the Subgrantee a Conditional Closeout Letter and work with the Subgrantee to schedule the Final Financial Review (FFR).

Once all closeout requirements have been met, the project will be officially closed out in CAMS. Depending on project type(s), awardees may be required to submit additional information, based on additional requirements from NTIA and/or NIST within DHCD's five (5) year period of performance.

The Subgrantee is required to retain all financial records, supporting documents, reports, and all other records pertinent to the award for a period of no less than five (5) years from the date of submission of the final closeout letter.

Final Financial Review

DHCD, with Subgrantee cooperation, will conduct a Final Financial Review (FFR) of the project to ensure that the project's finances are in order. The Subgrantee will be required to demonstrate that all financial information is consistent with what has been reported, distinguishing grant funded expenditures from match expenditures, and provide all financial information including supporting documentation. The Subgrantee will be required to fill out a Final Financial Review

Checklist and Worksheet as supporting materials for review. For more information regarding the FFR, please contact DHCD staff.

Additional Federal Requirements

DHCD reserves the right to include additional reporting and compliance requirements during our five (5) year period of performance based upon requirements imposed by the National Telecommunications and Information Association (NTIA) or National Institute of Standards and Technology (NIST) during our contract period.

Appendices

Appendix 1

Appendix Section 1: Application Questions

General Application

Please answer the following questions:

Applicant Overview

1. Provide a brief overview of your organization's mission, history, and key programs. Also, explain how your mission and goals align with the state's digital opportunity priorities identified in the Commonwealth of Virginia Digital Opportunity Plan (CDOP).
2. Describe how the applicant(s) currently serves(s) the targeted covered population(s). Include specific details as it relates to experience, or expertise, working with covered population(s).
3. Include a list of formal/informal partners involved in the proposed project and describe their roles and responsibilities. If no current partnerships exist, please provide a list of potential partners and current level of engagement.

Project Implementation

4. Using one or more of the following priorities listed below, describe your proposed project, proposed project activities and how they align with your selected priority(ies).
   a. Digital Skills and Literacy
   b. Digital Navigation and Tech Support
   c. Device Refurbishment and Distribution
5. From the Commonwealth of Virginia Digital Opportunity Plan, Indicate the Goal(s) and corresponding Objective(s) to be addressed for each proposed project activity. Describe how the proposed project aligns with the statewide plan.
6. Provide a detailed description of all major project activities: (Also, provide this required information in **Performance Measures Guide Document**. Note: consistency between your narrative and attachments are key for evaluation.)
   a. For new projects: Explain how the project will build capacity for this new project to be successful. Also, define what success looks like for a new project and how you plan to evaluate impact.
   b. For existing projects: Explain how eligible funding activities will be incorporated in existing programs. Also, describe how you plan to evaluate the existing programs' impact.
   c. For expanding projects: Explain how program funding will increase organizational capacity to deliver services. Also, describe how you plan to evaluate the expanding programs' impact.
7. Describe the Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goals and objectives of the proposed project. What activities will be implemented to achieve the SMART goals and objectives of the project?
   a. For new activities: Explain how you plan to evaluate new activities implemented. Also, define what success looks like for the new activities.
   b. For existing activities: Explain how you plan to evaluate existing activities. Define what success looks like for existing activities.

      c. For expanding activities: Explain how you plan to evaluate the expansion of activities to deliver the proposed services

8. Discuss expected outcomes for each of the proposed project activities and provide evaluation measures that will be used to track the proposed project activity's outputs and outcomes. Provide a proven, credible and established methodology for estimating baseline data each performance measure (i.e., expected outputs and outcomes) that results from the proposed project activity. Include baseline data on proposed project activities prior to implementation. **(Please note the response to this question should correspond with your completed Logic Model)**

9. Please provide a detailed narrative of your submitted timeline for implementing the proposed project?

Outreach and Community Engagement

10. Citing the Commonwealth of Virginia Digital Opportunity Plan, a local or regional Digital Opportunity Plan, and/or another relevant secondary-data source, describe the identified need and how the project will address the need.

11. Using one or more of the following covered populations listed below, describe in detail how the proposed project activities will serve your targeted covered population(s) and the expected benefit from the proposed project and each activity. Include baseline metrics.
      a. Individuals who live in covered households
      b. Aging individuals
      c. Incarcerated individuals
      d. Veterans
      e. Individuals with disabilities
      f. Individuals with a language barrier
      g. Individuals who are members of a racial or ethnic minority group
      h. Individuals who primarily reside in a rural area

12. Please list the locality (or localities) where the project will be located and the project's service area by locality (or localities) (i.e. place name, boundaries, building, etc.). Please note to include (a) the geographic area for services and benefits for residents that are in relatively close proximity, or (b) the service area when residents are scattered over a wide area.

13. How will the applicant organization(s) share impact and progress of the proposed project to stakeholders and external entities using partnerships, outreach, and marketing strategies?

14. List the activities/partners that will be a part of the outreach and marketing strategy used to promote awareness and boost community engagement of the proposed project activities.

Organizational Capacity

15. Identify key individuals who will be responsible for project management activities and provide a brief description of their role(s) and responsibilities for the project. Discuss if you will be increasing staff capacity/onboarding or training to build organizational capacity.

16. Describe the level of capacity and skills of the applicant organization(s) and/or managing partner(s), particularly any recent experience in comparable digital equity/digital opportunity program development, initiatives, or activities. **(If available, please provide a**

letter of support, MOU or MOA for proposed project partners, describing their roles and responsibilities. Draft versions are also acceptable and encouraged to be submitted.)

17. Discuss organizational experience managing state and/or federal grant funding.

18. If applicable, list match funding sources both in-kind and cash contributions. Please complete the BUDGET NARRATIVE template in the ATTACHMENTS. Remember to upload any applicable letters of commitment from any matching fund source, citing the specific amount of funds committed. (In completing the template be sure to list the specific project activities and the proposed funding to support each activity).

19. Describe how the proposed project will be sustained beyond the Digital Skills, Literacy and Devices (DSLD) Grant Program.

Project-Specific Questions

Answer the corresponding sections below based on project type(s) selected:

Digital Skills and Literacy

1. Explain how your proposed project/activities best meet the needs of the covered populations to be served in this digital skills and literacy program. (Examples include but are not limited to virtual or in-person workshops or class sessions, online learning resource, curriculum, student work experience, 1-on-1 learning sessions, etc.)
2. Describe how the applicant organization(s) project plans to support individuals with a language barrier/multi-lingual individual when attending digital skills/literacy classes.
3. Identify and describe the intended learning outcomes and goals for beneficiaries. What should beneficiaries know or be able to do by the end of the digital skills/literacy experience?
4. How will beneficiaries' learning be measured and evaluated? What kinds of criteria will they be evaluated on? What will students do (formally/informally) to demonstrate their learning?

Digital Navigation

1. Describe how your digital navigation program is best structured to support the needs of the covered populations within the Commonwealth. (Examples include but are not limited to virtual or in-person workshops or class sessions, in-home navigation services, intergenerational navigation services, 1-on-1 learning sessions, etc.)
2. How will digital navigators be selected?
3. Describe how the applicant organization(s) program plans to support individuals with a language barrier/multi-lingual individual when obtaining digital navigation services.
4. Identify and describe the intended learning outcomes and goals for beneficiaries. What should beneficiaries know or be able to do by the end of the digital skills/literacy experience?
5. How will beneficiaries' learning be measured and evaluated? What kinds of criteria will they be evaluated on? What will they do (formally/informally) to demonstrate their learning?

Digital Device Refurbishment and Distribution

1. How will devices be collected/donated? What is the source of the donations?
2. What types of digital devices do you accept?

3. What types of digital devices do you refurbish?
4. Describe how targeted populations determine which digital device is most appropriate for ownership.
5. What is the cost for a refurbished digital device?
6. How are refurbished devices distributed? Is there a system to determine a priority of need? If so, what is it?
7. Describe what technical assistance and support activities are available for beneficiaries once they receive a refurbished device.

Appendix 2

Appendix Section 2: Performance Measures Guide

Households	Households Served *Output*	Households Improved *Outcome*
Definition	The number of households served by a DSLD project.	The number of households with a measurable improvement as a result of a DSLD project.
Example Grant Activities	Access to an internet-enabled device, digital navigation services.	
How might this be measured?	Number of households with access to new or improved service.	Number of households that subscribe to the new or improved service.
Timeframe	By grant closeout.	
Additional Guidance		

Individuals	People Served *Output*	People Improved *Outcome*
Definition	The number of covered population members served by a DSLD project	The number of covered population members with a measurable improvement as a result of a DSLD project
Example Grant Activities	digital skills and literacy courses, digital navigation services.	
How might this be measured?	Number of covered population members with access to new or improved service.	Number of covered population members that subscribe to the new or improved service.
Timeframe	By grant closeout.	
Additional Guidance	The Census Bureau and NTIA gathered and analyzed federal data to identify and quantify the eight different "covered populations" defined by the Digital Equity Act of 2021. The covered populations named in the legislation include: • Veterans • Disabled Individuals • Individuals Living in a Rural Area • Individuals with a Language Barrier, including English learners or low literacy individuals • Racial and Ethnic Minorities • Aging Individuals • Incarcerated Individuals • Individuals Living in a Household with incomes under 150% poverty level	

Project Alignment and Impact:

Example Scenario Summary:

A DSLD Grantee has identified a significant gap in their rural community's confidence and comfort to schedule and attend virtual doctor's appointments. To address this need, the organization proposes to implement a series of digital literacy and skills workshops on telehealth and navigating health and medical resources online. These classes aim to equip community members with the essential digital literacy and skills to manage and receive health care from the comfort and safety of their homes despite living in a rural area. By providing accessible training and support, the grantee seeks to empower individuals and enhance their overall ease of access to healthcare.

Indicate which of the CDOP Goals the proposed project will address. Select only ONE Goal. If your proposed project includes multiple activities that correlate to more that one goal, please list each activity and the associated goal separately below.	Indicate which of the CDOP Objective the proposed project will address. Select only One Objective. If your proposed project includes multiple activities that correlate to more that one objective, please list each activity and the associated objective separately below.	Select an Output Measure from Appendix 2 and provide a baseline number of beneficiaries. If your proposed project includes multiple activities that correlate to more than one output measure, please list each output measure separately, including a baseline number of beneficiaries.	Select an Outcome Measure from Appendix 2 and provide a baseline number of beneficiaries. If your proposed project includes multiple activities that correlate to more that one outcome, please list each outcome measure separately below, including a baseline number of beneficiaries.
Goal 2: DIGITAL SKILLS and LITERACY: Virginians will have access to digital learning resources and sustainable devices.	*Measurable Objective 2. 1: Reduce the broadband adoption gap by making digital literacy training available to all Virginians…*	• *People served: 100 people served under this program. Served is the completion of telehealth and online health resources training. This output will be measured by recording the number of people who finish the entire training program, tracked through sign-in sheets and course completion reports.*	• *People Improved: 80 people can confidently schedule and attend virtual doctor's appointment under this program. Improved is one's ability to schedule and attend a virtual doctor's appointment without any assistance and with ease. This outcome will be measured by conducting pre- and post-workshop surveys to assess changes in participants' confidence levels regarding virtual appointments, using a Likert scale to measure self-reported confidence.*

Appendix 3

Digital Opportunity Logic Model

Inputs

What resources are available as assets and/or sources of investment into the DSLD project?

Example Resources:
- DSLD Funding
- Staff
- Supplies
- Curriculum
- Training Space
- Equipment

**Funding from government agencies, private grants, and donations would be placed in this category.

Activities

What activities will be conducted to achieve the proposed outcomes?

Example Activities:
- Develop Digital Literacy Curriculum
- Train instructors and Implement training courses
- Distribute internet-enables technologies/devices to cover population members/households
- Leverage community anchoring institutions as distribution centers and technical assistance locations
- Develop a Tech support program for technical assistance

Output

What are the performance measures of the project based on the activity?

Example Performances Measures:
- Number of Covered Population(s) served;
- Number of covered households served;
- Number of people served within each covered population;
- Total number of people served;
- Number of programs implemented by type; and
- Number of devices distributed to covered population members.

**Outputs will be based on the quantitative data based on each specific proposed activity.

Outcomes

What is changing for the covered populations served in the Short Term?

Example Outcomes:
- Increased Digital Literacy Skills
- Increased access to devices
- Increased knowledge and comfortability with internet-enables devices
- Reduction in the broadband adoption gap
- Increase the number of community-based organizations offering digital navigator
- Increased applications of internet-enable technologies/devices

Impact

What is the Long-term impact or improvement to the quality of life for covered populations members served?

Example Impacts:
- Continued targeted efforts to close the digital divide
- Increased investment in sustainable, community-level broadband adoption programs
- Increased individual comfort and understanding of online privacy and digital literacy
- Increased workforce opportunities in rural areas of the state

Your Planned Work

Your Intended Results